



U.S. Department of Justice

United States Trustee
Central District of California

411 W. Fourth St
Suite 9041
Santa Ana, CA 92701
(714) 338-3400
FAX (714) 338-3421

725 South Figueroa St.
Suite 2600
Los Angeles, CA 90017
(213) 894-6811
FAX (213) 894-2603

3685 Main St.
Suite 300
Riverside, CA 92501
(909) 276-6990
FAX (909) 276-6973

21051 Warner Center Lane
Suite 115
Woodland Hills, CA 91367
(818) 716-8800
FAX (818) 716-1576

§341(a) Recording Request Procedures

1. Please provide our office with the following;

Trustee's Name
Chapter: 7, 11 or 13
Date of Meeting
Meeting Time
Case Name
Case Number

(3) blank, 90 minutes tapes

-or-

(1) CD-R still in shrink-wrap
(Contact the local office to determine which to send)

2. Provide a preaddressed, prepaid envelope in which to ship the tapes
-or-
Indicate in your request that you will send a service to pick-up tapes when ready.

Note: There is no charge for making copies of recordings. However, it will take approximately 3 to 5 working days to process your request.